

# Hawaii's Sister Summit 2002

July 8-9, 2002 - Honolulu, Hawaii

HAWAII CONVENTION CENTER

## EXHIBITOR INSTRUCTIONS

### General Information / Payment

Summit location: Hawaii Convention Center (HCC)  
1801 Kalakaua Avenue  
Honolulu, Hawaii 96815

Exhibit participation: \$150.00 per table and comes with one full admission to all Summit sessions, lunches and receptions. Additional exhibit staff will be charged the event participation price of \$125.00.

Registration and payment are to be sent to the University of Hawaii Conference Center 2530 Dole St., Sakamaki, C404, Honolulu, HI 96822. For more information please visit the website: [www.hawaii.gov/dbedt/sistersummit](http://www.hawaii.gov/dbedt/sistersummit)

### Space & Furnishings

The exhibition will be held in rooms 313 A & B. *(Please refer to the diagrams on page 2 and 3)*

The space provided is eight feet wide by six feet deep, and comes with one table (skirted), two chairs and a complementary organization/company sign. *Note:* If you have a free standing display, it must be able to fit the allotted 8-foot-wide space. Wider displays will need to be wait-listed and placed on a space available basis only.

All participating organizations and vendors will be assigned a table on a first-come first-served basis. Please refer to the exhibition layout (page 3) for the general locations of tables.

Additional equipment and furnishings may be ordered directly through the HCC Event Manager - Please refer to the enclosed "Equipment Rental List" for pricing.

*We reserve the right to move your table location in the event we need to reconfigure the floor layout or if you indicated the need for electrical or other telecom services.*

### Signs

Each participating exhibitor will be issued one complementary company sign.

*Note:* The Hawaii Convention Center does not allow signs or banners attached in any way to their hard walls and air walls (room dividers). If you are located with a pipe and drape fixture behind you, you will be allowed to hang signage from these fixtures. Easels can be ordered through convention services. Please refer to the form: "Equipment Rental List" for prices.

### Food

Food samples can only be individually wrapped products that are not to be consumed at the HCC and are intended for trade use only. Public consumption of food samples is not allowed on site. For further information please call:

HCC Director of Food and Beverage  
Tel: (808) 943-3566 Fax: (808) 943-3057  
Email: [dbenton@hccsmg.com](mailto:dbenton@hccsmg.com)

### Move In / Move Out

#### Move In

Exhibit participants will be allowed to setup from Sunday July 7, 2002 from 1:00 p.m. to 7:00 p.m. and from Monday 7:00 a.m. to the opening at 8:00 a.m.

**Deliveries:** Do not ship directly to the convention center. Please make shipping arrangements with one of the Decorator Companies listed on Page 4. Shipments cannot be received by the Hawaii Convention Center due to liability and security.

**Parking during setup:** Park along Row F

**Freight elevators:** Access given to elevators 6 & 7

#### Move Out

July 9, 2002 from 5:00 p.m. to 9:00 p.m. The area must be cleared entirely. You are not allowed to leave displays for pick up in the exhibit rooms or the hallways. All displays for pickup must be moved to the loading docks. *Please note the cost of labor services are listed on the enclosed "Equipment Rental List" should you require any assistance to move out.*

If you require special shipping services such as parcel service pickups, please make arrangements with the HCC Business Center. Please contact:

HCC Business Center Manager  
Business Works of Hawaii  
Tel: (808) 792-6699 Fax: (808) 792-6600  
E-mail: [lou@gobwi.com](mailto:lou@gobwi.com)

### Electrical Outlets

**Note:** Electrical outlets are available only along the hard walls of the exhibition area only. There are no floor connections. Please bring your own extensions and power strips. All loose extension cords must be taped down. Only carpet and gaffers tape will be allowed (no Duct Tape as it leaves a residue on the carpeting).

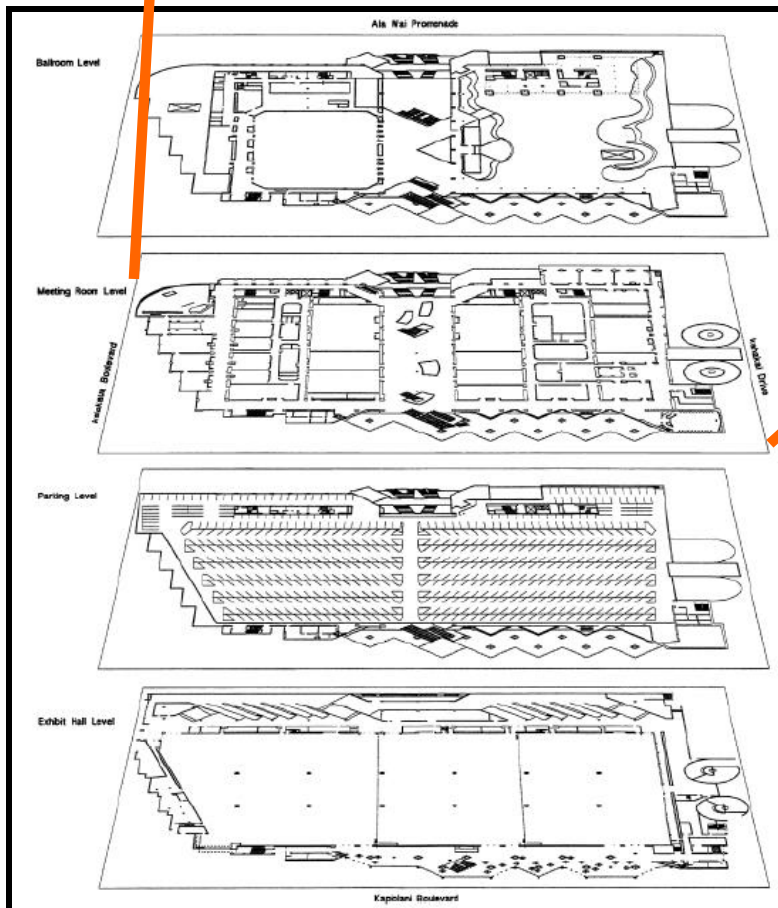
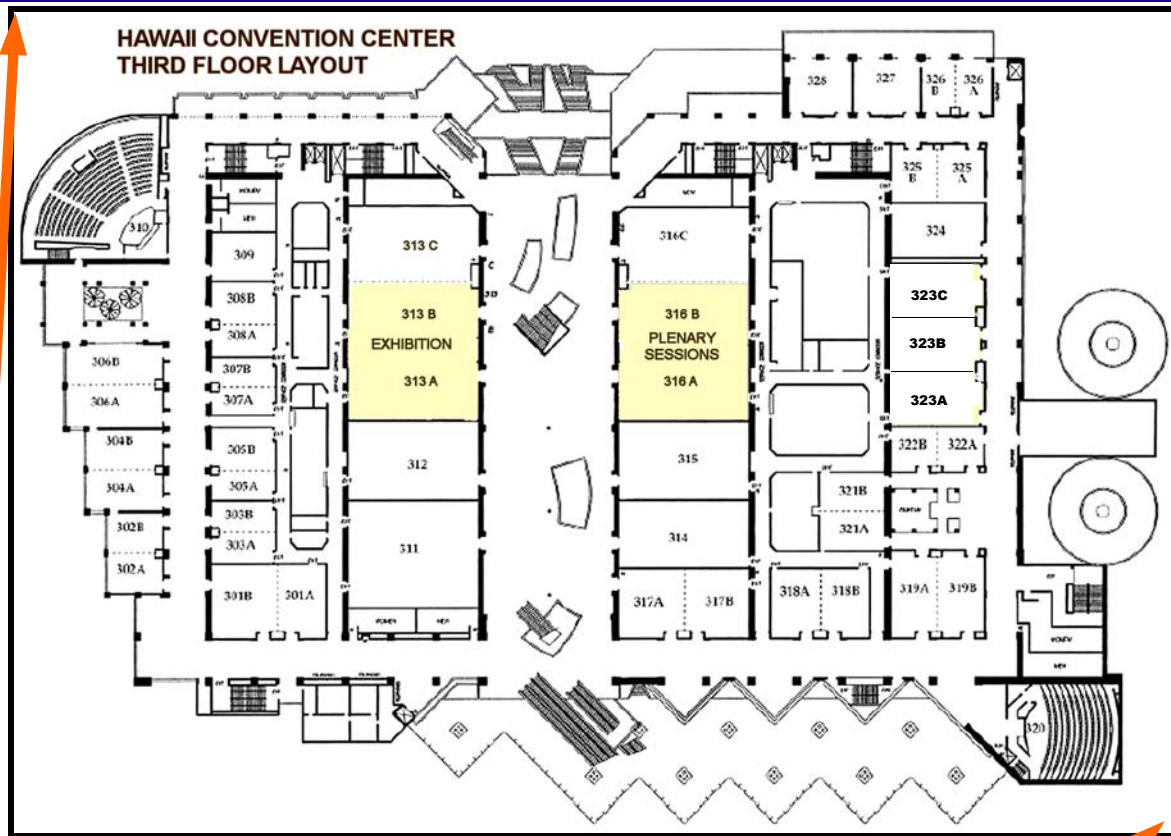
### Telecomm Service and Equipment/Labor Rental

These services can be ordered directly through the Hawaii Convention Center. Please refer to the enclosed forms. Send your requests directly to the Hawaii Convention Center. Forms and lists included in this packet:

- Equipment Rental List
- Telecommunications Service Order
- Electrical Usage Charges
- Data Services/High Speed Internet Order Form
- Business Center - Office Equipment Rental list

Department of Business Economic Development & Tourism  
P.O. Box 2359 Honolulu, Hawaii 96804 U.S.A  
Tel: (808) 587-2584 Fax: (808) 587-3388  
e-mail: [slee@dbedt.hawaii.gov](mailto:slee@dbedt.hawaii.gov)

## Location of Exhibition and Plenary Session rooms



### HCC CONTACTS

Joe Davis, CFE  
General Manager

Debra Benton  
Director of Food & Beverage  
Phone: (808) 943-3566  
[dbenton@hccsmg.com](mailto:dbenton@hccsmg.com)

Mike Polovcin  
Director of Operations  
Phone: (808) 943-3515  
[mpolovcin@hccsmg.com](mailto:mpolovcin@hccsmg.com)

Joe Scheper  
Director of Finance  
Phone: (808) 943-3503  
[jscheper@hccsmg.com](mailto:jscheper@hccsmg.com)

Randall Tanaka  
Director of Sales & Marketing  
Phone: (808) 943-3559  
[rtanaka@hccsmg.com](mailto:rtanaka@hccsmg.com)

Aaron Ichiki  
Event Coordinator  
Phone: (808) 943-3535  
Fax: (808) 943-3556  
[aichiki@hccsmg.com](mailto:aichiki@hccsmg.com)

Lou Balmaceda  
HCC Business Center Manager  
Business Works of Hawaii  
Tel: 808-792-6699  
Fax: 808-792-6600  
[lou@gobwi.com](mailto:lou@gobwi.com)

Mailing Address:  
1801 Kalakaua Avenue  
Honolulu, Hawaii 96815  
Main Phone: (808) 943-3500  
Fax: (808) 943-3599  
Toll Free: (800) 295-6603  
[www.hawaii-convention.com](http://www.hawaii-convention.com)

### DBEDT CONTACTS

Seiji F. Naya  
Director

Sharon Narimatsu  
Deputy Director

Richard Bahar  
Summit Coordinator  
Phone: (808) 587-2769  
[rb@dbedt.hawaii.gov](mailto:rb@dbedt.hawaii.gov)

Dr. James Dorian  
Summit Coordinator  
Phone: (808) 586-2352  
[jdorian@dbedt.hawaii.gov](mailto:jdorian@dbedt.hawaii.gov)

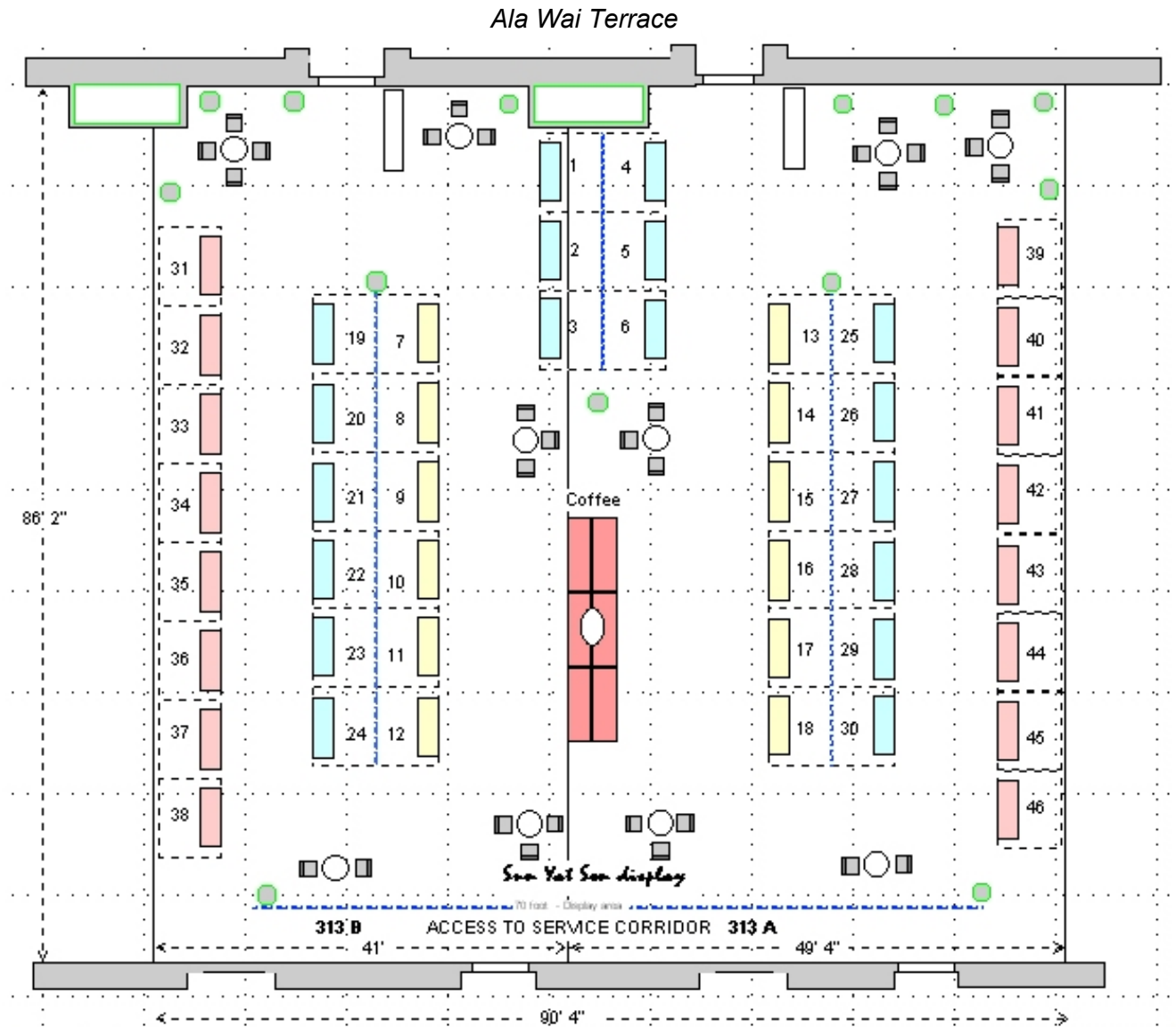
Richard Fassler  
Summit Coordinator  
Phone: (808) 587-2775  
[rfassler@dbedt.hawaii.gov](mailto:rfassler@dbedt.hawaii.gov)

Steven Lee  
Exhibits Coordinator  
Phone: (808) 587-2709  
[slee@dbedt.hawaii.gov](mailto:slee@dbedt.hawaii.gov)

Mailing Address  
P.O. Box 2359  
Honolulu, Hawaii 96804  
[www.hawaii.gov/dbedt/sistersummit](http://www.hawaii.gov/dbedt/sistersummit)

For registrations and payments  
please contact the  
UH Conference Center  
Phone: (808) 956-8204  
Fax: (808) 956-3364  
Mailing Address:  
2530 Dole St., Sakamaki, C404  
Honolulu, HI 96822

## Exhibition Layout - Rooms 313 A and B



## Exhibition Hours

**Sunday July 7, 2002 - 1:00 pm to 7:00 pm**

**Setup**

**Monday July 8 - 8:00 am to 7:00 pm**

8:00 am - 8:30 am	Registration, Coffee and Pastries in exhibition rooms 313 A&B
9:30 am - 10:00 am	Exhibition and coffee break 313 A&B
12:00 noon - 1:30 pm	Buffet Lunch - <i>To be announced</i> Exhibition: 313 A&B
3:15 pm - 3:30 pm	Exhibition and Coffee Break 313 A&B
5:00 pm - 7:00 pm	Welcoming Reception Ala Wai Terrace, Exhibition 313 A&B

**Tuesday June 9, 2002 - 8:00 am to 5:00 pm**

8:00 am - 8:30 am	Coffee and pastries and Exhibition 313 A&B
10:00 am - 10:15 am	Exhibition and coffee break 313 A&B
12:00 noon - 1:30 pm	Buffet Lunch: - <i>To be announced</i> Exhibition: 313 A&B
3:00 pm - 3:15 pm	Exhibition and Coffee Break 313 A&B
5:00 pm to 9:00 pm	Break down





## Shipping Displays and Materials

If you plan to ship in displays please contact one of the listed "Decorator Service" companies to receive, transport and construct your displays (as these services are not available from the Hawaii Convention Center). For all other services please contact the service companies listed below directly.

*All exhibitors are responsible for their expenses related to equipment rentals as well as shipping, handling and construction of the displays.*

## Decorator Services

### ATTCO

Randy Angelillo  
2855 Koapaka St.  
Honolulu, HI 96819  
Tel: (808) 836-1191  
Fax: (808) 834-1046  
[randy@attcoinc.com](mailto:randy@attcoinc.com)

### Tradeshow Decorators

Dianne Martin  
822 Mapunapuna St.  
Honolulu, HI 96819  
Tel: (808) 831-0346  
Fax: (808) 831-0342  
[dianne@hslr.com](mailto:dianne@hslr.com)

### ICES

Richard Olsen  
1004 Makepono St.  
Honolulu, HI 96819  
Tel: (808) 832-2430  
Fax: (808) 832-2431  
[richardo@iceshawaii.com](mailto:richardo@iceshawaii.com)

## Business Services

### Businessworks of Hawaii

Dan Hollembaek  
531 Waiakamilo Rd  
Honolulu, HI 96817  
Tel: (808) 842-5146 / 478-4720  
Fax: (808) 842-7402  
[dan@gobwi.com](mailto:dan@gobwi.com)

### Computer Training Academy-

Tanya McDowell-Marketing Mngr.  
550 Paia Street, Suite 222  
Honolulu, HI 96819  
Tel: (808) 839-1200  
Fax: (808) 839-4844  
[tmcdowell@cta.net](mailto:tmcdowell@cta.net) [www.cta.net](http://www.cta.net)

### Kinko's

**Comercial Document Solutions**  
JoAnn M. Kumashiro-Account Mngr.  
1500 Kapiolani Blvd.  
Honolulu, HI 96814  
Tel: (808) 944-8500 / 349-7100  
Fax: (808) 941-2108  
[joann@kinkos.com](mailto:joann@kinkos.com) [www.kinkos.com](http://www.kinkos.com)

### Xerox

Mark M. Studebaker-Account Mngr.  
2005 Kalia Road  
Honolulu, HI 96815  
Tel: (808) 949-0656 / 225-8865  
Fax: (808) 951-5458

## Audio Visual

### AVHQ Howard Hoddick

2909-B Ualena Street  
Honolulu, HI 96819  
833-8033 / 1-808-880-9111  
882-7619

### John Guild Communications

John Guild  
1460 Hele St.  
Kailua, HI 96734  
Tel: (808) 488-1451 / 922-5308  
Fax: (808) 922-5309  
[jguild@gte.net](mailto:jguild@gte.net)  
[www.john-guild.com](http://www.john-guild.com)

### DAY AV Services

Dennis Yee / Betty Anderson  
2255 Kalakaua Ave., Ste 3312  
Honolulu, HI 96815  
Tel: (808) 926-7775  
Fax: (808) 923-8471  
[dayavbetty@aol.com](mailto:dayavbetty@aol.com)

### Hawaii Pro Sound and Video Rental

Chris Waidzunus  
1725 Kalani Street  
Honolulu, HI 96819  
Tel: (808) 842-0077  
Fax: (808) 842-0088  
[cwaidzunus@aol.com](mailto:cwaidzunus@aol.com)

### Projection Presentation

Chris Patrinos  
1801 Kalakaua Avenue  
Honolulu, HI 96815  
Tel: (808) 943-3041 / 864-4005  
Fax: (808) 943-3042  
[cpatrinos@projection.com](mailto:cpatrinos@projection.com)

## Computers

### Around the Clock Business Rentals

Karen Swann  
P.O. Box 88987  
Honolulu, HI 96830  
Tel: (808) 922-3421 / 479-6404  
Fax: (808) 922-3260  
[karen@atchawaii.com](mailto:karen@atchawaii.com)  
[www.atcawaii.com](http://www.atcawaii.com)

### Business Works of Hawai'i

David Richvalsky  
531 Waikamilo Rd.  
Honolulu, HI 96817  
Tel: (808) 842-5146 / 478-4727  
Fax: (808) 842-7402  
[richvalsd001@Hawaii.rr.com](mailto:richvalsd001@Hawaii.rr.com)  
[sales@microrentals.com](mailto:sales@microrentals.com)  
[www.microrentals.com](http://www.microrentals.com)

### One Stop Office Rentals

Jack Lee  
2270 Kalakaua Ave., Suite 700  
Honolulu, HI 96815  
Tel: (808) 926-8300  
Fax: (808) 926-8809  
[jlee@1stophawaii.com](mailto:jlee@1stophawaii.com)  
[www.1stophawaii.com](http://www.1stophawaii.com)

### Projection Presentation

Chris Patrinos  
1801 Kalakaua Avenue  
Honolulu, HI 96815  
Tel: (808) 943-3045 / 864-4005  
Fax: (808) 943-3042  
[cpatrinos@projection.com](mailto:cpatrinos@projection.com)

### Ray-Kar Computers, Inc.

Rhea McWilliams  
1335 River Street #210  
Honolulu, HI 96817  
Tel: (808) 533-7600